



## Letter of Recommendation for Graduate Study at Mount Mary University

Applicant: \_\_\_\_\_  
Last Name First Name

**TO BE COMPLETED BY THE APPLICANT**

Place an X next to your program of interest.

	Art Therapy - Doctorate		Counseling – Clinical Mental Health Concentration		Post-Master’s Counseling – School
	Art Therapy - Masters		Counseling – Clinical Rehabilitation Concentration		English
	MBA General Management		Counseling – School Concentration		Education – Professional Development
	MBA Health Systems Leadership		Post-Master’s Counseling – Clinical Mental Health		Education – Waldorf Certification
	Dietetics		Post-Master’s Counseling – Clinical Rehabilitation		Education – Reading Teacher Certification

Place an X giving your permissions to review this recommendation.

\_\_\_\_\_ I waive access to review this recommendation once completed.

\_\_\_\_\_ I would like to review this recommendation after it is submitted.

Applicant: \_\_\_\_\_  
Signature (typed signature accepted) Date

**Processing Instructions:** Once the applicant has completed this section, please forward this document to the reference either via paper or electronic copy.

\_\_\_\_\_

**TO BE COMPLETED BY THE REFERENCE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/Organization/School: \_\_\_\_\_

Street Address, City, State and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ EMail: \_\_\_\_\_

Reference: \_\_\_\_\_  
Signature (typed signature accepted) Date

**Rated Evaluation**

Please rate, by placing an X in the appropriate column, the candidate on the following criteria:

<b>Criteria</b>	<b>Cannot Judge</b>	<b>Below Average</b>	<b>Satisfactory</b>	<b>Above Average</b>	<b>Superior</b>
Scholarship					
Motivated, open to learn new ideas					
Personal maturity, self-responsibility					
Oral communication skills					
Written communication skills					
Creative and critical thinking skills					
Range of interpersonal skills					
Ethical decision-making skills in helping others					
Self-concept, self-confidence					
Work or study habits					

**Narrative Evaluation**

Please attach a narrative evaluation of the applicant. Below are types of questions that could be addressed in the narrative and are provided only as a guide. There is no limitation to the amount of information provided. The more specifically you can describe the applicant's strengths and limitations, the more useful this information will be.

- How long and in what capacity have you known the applicant?
- What do you consider are the applicant's strengths and abilities? Please comment on intellectual ability, creativity, initiative, sensitivity to others, interpersonal effectiveness, reactions to criticism, and communication skills.
- What do you consider are the applicant's limitations?
- In comparison with other students or employees you have worked with in the past five years, how would you describe the applicant's scholarship or work abilities?

**Additional Documentation**

Please also submit any additional documentation which may help the Graduate Program Admission Committee make a fair decision.

**Submission Process**

A complete Letter of Recommendation includes this form, a narrative evaluation and any supporting documentation. The Reference Person should send this information

By Mail: Office for Graduate Admissions  
Mount Mary University  
2900 North Menomonee River Parkway  
Milwaukee, WI 53222-4597

By Fax: (414) 930-3714

By E-Mail: mmu-admissop@mtmary.edu